



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Partner Services

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
CARES Call Center
Policy & Systems Communications Section**

**SUBJECT: New Child Support Change
Reporting Policy for Food Stamp Recipients**

CROSS REFERENCE: Operations Memo 00-43

EFFECTIVE DATE: Immediately

PURPOSE

This Operations Memo introduces a new change reporting policy for Food Stamp (FS) households that receive unearned income from child support, family maintenance (or family support), alimony, and child support arrears.

BACKGROUND

Errors caused by client failure to report changes in child support income accounted for a significant portion of the total FS errors identified in Federal Fiscal Year 2001.

Recently published federal regulations for the Food Stamp (FS) Program allow States to choose from several options when requiring FS recipients to report changes. The State of Wisconsin has been exploring all available options and has included local agency staff in discussions regarding these options.

The State of Wisconsin has received a waiver from Food and Nutrition Services (FNS) that simplifies the reporting requirement for FS households that receive unearned income from child support, family maintenance, alimony, and child support arrears.

BPS OPERATIONS MEMO

No.: 02-26

File: 2821 2845 2899

Date: 4/15/2002

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: High

CURRENT POLICY

Food stamp recipients are required to report changes in unearned income of more than \$25.

NEW POLICY

The new waiver requires FS recipients to report changes (increase or decrease) of more than \$100 in their income from child support, family maintenance, alimony, or child support arrears. Changes must be reported within 10 days.

Reported Changes

All reported changes must be acted on promptly by the eligibility worker. If the eligibility worker receives a report of an increase or a decrease in the child support, family maintenance, alimony, or child support arrears payments made to the FS household, the eligibility worker must verify and evaluate the change to determine if the budgeted amount of the income must be adjusted for the remaining months of the certification period. Document in CARES the change report and the reasoning for the calculations used to determine the prospectively budgeted amount.

Example: Pam reports on May 25 that her child support payments have increased from \$50 per week to \$65 per week. Although this is a change that she was not required to report, her eligibility worker must act on the reported change by verifying the new child support payments and redetermining the prospective child support income to budget. In this case, \$65/week x 4.3 = \$279.50/month budgeted for FS effective July 1.

Example: Mary reports on July 20 that she is no longer receiving child support. Her ESS verifies that Mary has not received any payments since June 15. The ESS removes the child support from the FS budget effective August 1 and issues a FS supplement to Mary for August.

Changes of more than \$25 in other sources of unearned income, or new sources of unearned income must continue to be reported within 10 days. Examples of these sources include:

- W2
- Social Security or SSI
- Unemployment Insurance
- Worker's Compensation

Inform all FS recipients at application and review of their change reporting requirements.

ATTACHMENTS

These changes are incorporated in the attachment. Please destroy the previous version of this Change Reporting sheet and replace it with the version attached.

CONTACT

DWS CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

Changes that you must report within 10 days of the change!

Changes in Number of People in Your House:

- When a person is born or dies
- When someone moves in or out

Changes in Income:

Unearned:

- Changes in the source of income (begin or end)
- Changes of more than \$100 in monthly child support (increase or decrease)
- Changes of more than \$25 in other sources of unearned income (increase or decrease)

Earned:

- Change in source of income (new job or job end)
- Changes in rate of pay or salary
- Changes in full-time or part-time employment status

Changes in Housing Costs if you Move:

- Your new address when you move
- Change in rent or mortgage payment
- Change in utility payments (phone, lights, heating)

Changes in Resources:

- Increase in total cash and savings for all household members that exceed \$2000 (or for FS groups that have a member 60 or over, \$3000)

To Report Changes:

- Report in writing to the local agency
- Report by phoning your eligibility worker.